

## **Executive Summary**

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Council Members Present: Maurice Banks (OSM), Rose Capers-Webb (BOEMRE), Steve D'Antoni (NBC), Larry Emanuel (SOL), Bob Garbe (OHS), Paul Holley (BIA), Mike May (NPS), Jim Meredith (BOR), Bill Miller (USGS), Johanna Munson (BLM), Chip Murphy (FWS), Barry Noll (OHS), and David Schuller (OHS).

Council Members Absent: Ed Awni (PMA), Armando Galindo (OHS), Rhonda Poolaw (OST), Jim Robison (OIG).

### **Work Group Updates**

Council members provided updates on the following work groups: Aviation, Wildland Fire, Watercraft Safety, RAS Training, Industrial Hygiene, Dive Program, Emergency Management, and the OHV/ATV work group.

### **485 DM Chapter 30: Firearms Safety**

In this meeting, the Council concluded the review of 485 DM Chapter 30, *Firearms Safety for Non-Law Enforcement Personnel*. The Council voted to send the chapter to the DASHO Council for approval. The Council also voted to disband the Non-Law Enforcement Firearms Safety work group now that the chapter has been approved by the Safety and Occupational Health Council (SOHC).

### **Emergency Management (IOC) Reporting Requirements**

Barry Noll presented the new IOC reporting requirements for serious incidents. These new reporting requirements entail daily updates if the situation continues to change. Barry Noll met with Rick Tinker to discuss these new requirements.

### **Bureau Reports**

Each Bureau Safety Manager gave a brief update on activities within his or her organization.

### **SMIS Update**

Following the presentation of the proposed changes for SMIS in 2011, a discussion ensued concerning the scope of the changes. Many feel, SMIS needs a complete rebuild and are concerned that the changes are minor upgrades. After much discussion the group agreed that both are needed and that it is critical to include users' input during this redesign phase. As such, the Council was in unanimous agreement to establish another SMIS Users Group.

### **POWER Initiative**

Darrel Hoffman, Director, DOI Workforce Management Division, gave the Council an update on the White House initiative established on 7/19/10 entitled, "Protecting Our Workers and Ensuring Reemployment" (POWER). This initiative will run from FY 2011 to FY 2014. Of the seven performance improvements within POWER, the first three will be managed by OSHA and the last four will be managed by OWCP.

### **485 DM Chapter 9 – Safety and Occupational Health Council**

The Council began reviewing 485 DM chapter 9 but did not complete it. The Council will finish the review of this chapter at the March 2011 meeting.

### **Potential Impact of Impending Budget Cuts**

Each bureau and office representative reported on the current status of the budget in each of their organizations. While some bureaus have already made cuts below FY 2010 levels, others are staying at FY 2010 budgets until they are told otherwise. In general, the impact of these cuts is not yet clear, however it

will make travel to meetings outside Washington DC, difficult (if not impossible) for some members of the Council.

### **Deep Water Horizon Closeout**

Barry Noll attended the closeout meeting for the Deep Water Horizon Response and reported to the Council on the key points from that conversation.

### **Next Meeting**

The next Council meeting will take place on March 15-16, 2010 in Arlington, Virginia.

## **Meeting Summary**

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### **Office of Health and Safety Update**

Barry Noll provided an update from the Office of Safety and Health on the following:

- Barry Noll is now the Chair of the Council and Dave Schuller is the Executive Director.
- IT Specialist Position: A selection panel has been assembled and the pool of applicants has been reduced from 32 to 19 individuals.
- Bureau Evaluations: A letter to OSM announcing their evaluation is in the signature loop and a data call is about to be issued. Evaluations of BIA and BLM will take place in 2011.
- 2011 Awards Convocation: The 2011 Safety Award of Excellence nominations are due shortly after the first of the year. Nominees for this award must have received a similar bureau level award for engaging in activity of national significance. The next Awards Convocation will take place in May 2011.
- Assurance Statements: All bureaus have submitted their statements.
- Data Analysis Project: Armando Galindo will have the results of this project by December 2010.

### **Work Group Updates**

Aviation Work Group: Maurice Banks

- This work group is focused primarily on improving a contracting payment system in coordination with the implementation of FBMS.
- Currently, there are no safety-related topics on their agenda.

Wildland Fire Work Group: Rod Bloms - NIFC Wildland Fire Coordinator

- NWCG Risk Management Committee: As a result of an incident within the fire community last year, the NWCG was tasked with the development of an SAI guide. Presentation of the final briefing and acceptance of the tasking report will take place on 11/17/10.
- DOI All Hazards Position Qualifications Guide: The current catalogue, which will be finalized in November 2010, includes over 100 non-fire positions and is intended to increase accountability. The Emergency Management Council has been designated as the governing body for All Hazards Positions. NIMS required training must be adopted by all DOI bureaus and offices to ensure all personnel meet All Hazard qualifications when assigned (IS-700, IS-800).
- DOI International Fire Program: Although the program is currently focused on exchanges with emergency personnel and equipment, other opportunities exist for exchanges with non-emergency personnel to enhance Department and bureau fire programs.

Watercraft Safety: Barry Noll (for Mary Parkinson)

- The DM chapter on watercraft safety was pulled from the surnaming process because the work group wanted to make further changes and clarifications.
- The work group would like to develop an MOCC instructor's guide.

RAS Status Update: Mike May

- The RAS began formal implementation on 10/1/10 within the NPS.
- The NPS contract with Eppley Institute expires in July 2011. If other bureaus want to use Eppley to customize training they have slightly more than six months to do it.
- NOTE: There is no longer a need for a work group on this topic.

#### Industrial Hygiene Work Group: Bob Garbe

- Medical surveillance initiative: This initiative, funded in 2009, which provided an initial framework for investigations into OH hazards within the DOI, will be closed by the work group on 12/15/10. The database of hazards developed during this process will be accessible to all bureaus. A suggestion was made to include exposure assessment in bureau program evaluations.
- 485 DM Chapter on Radiation: This has been split into 2 chapters (one on ionizing and one on non-ionizing radiation). The work group will begin this task in their December meeting. There is currently an ongoing IG review of portable ionizing devices. Tim Radke will be the DOI representative on the IG review.

#### Next Step:

- The IH work group will prepare a summary report of the medical surveillance process (not the data) with summary recommendations. Bob Garbe will report back by the February SOHC meeting on the report's completion date.

#### Emergency Management Work Group: Staci King

- Gulf Oil Spill Response: The After Action Review for the Emergency Management component of the response has taken place and the lessons learned are still being documented. The Department Operations Group (DOG) has voted to accept the DOI Resource Ordering and Supply System (ROSS), a resource intended to assist in emergency response. At their November meeting, the EMC adopted the Incident Qualification System, which outlines the requirements for individuals responding to various types of situations. A safety position has been incorporated into this system.
- Interagency Incident Management and Business Management Handbook: This handbook is currently under revision by OEM.
- Interior Readiness Index: Offices and bureaus will be asked to give input into this new GPRA measure.
- EMC Offsite: This annual event will be held the week of March 7, 2011.
- Emergency Exercise: The "Eagle Horizon" will be conducted on 6/23/11 in Denver.

#### OHV/ATV work Group: Dave Schuller

- The first meeting of this group took place on 11/9/10. The meeting focused on the work group's purpose and function, membership, charter development and potential long-range objectives. Ann Sittauer (from the Watercraft Safety Work Group) met with the group to share lessons learned from that work group's experience. The next work group teleconference is 12/9/10.

#### Next Steps:

- Dave Schuller will present this group's charter for Council approval at the next SOHC meeting.
- All bureau representatives will send Dave Schuller their bureaus' OHV/ATV policy for compilation by 12/7/10.

Following the presentations, the Council discussed developing charters for each of the work group's for which it is a sponsor. These include: Watercraft Safety, Industrial Hygiene, OHV/ATV, and SMIS. In the March 2011 meeting, the Council will articulate the overall direction for each group currently without a charter.

#### **485 DM Chapter 30: Firearms Safety**

In this meeting, the Council concluded the review of 485 DM chapter 30 on Firearms Safety for Non-Law Enforcement Personnel. The Council voted (with one abstention) to send the chapter to the DASHO Council for their approval. The Council also voted to disband the Non-Law Enforcement Firearms Safety work group now that the chapter has been approved by the SOHC.

#### Next Step:

- Barry Noll will make the final edits proposed by the Council and send the draft to the DASHO Council by 12/10/10

## **Emergency Management (IOC) Reporting Requirements**

Barry Noll presented the new IOC reporting requirements for serious incidents. These entail daily updates if the situation continues to change. Barry Noll met with Rick Tinker to discuss these new requirements. Key points from that conversation include:

- IOC can customize reports to accommodate safety's needs
- IOC can receive fatality/catastrophe reports and auto notify the safety manager
- IOC can remind the incident reporter to contact OSHA within eight hours
- IOC is willing to work within the SOI time frames for reports (24 and 72 hours reports, etc.)

## **Bureau/Office Reports**

### BIA: Paul Holley

- Have filled the Division Safety Manager and Safety Clerk positions
- Waiting for certs for two more positions
- Have conducted 193 design reviews for construction
- Planning for 5 new schools through the design-build program
- Issued 101 certificates of occupancy and conducted 31 final inspections
- Implemented RAC as part of the safety report
- Provided RAC training for safety managers/inspectors
- Will be re-writing safety policy and the handbook
- Will be conducting Bureau Program evaluations (Q1: 3, Q3: 1, Q4: 1)
- Firefighter boots issue is still unresolved

### BLM: Johanna Munson

- Held safety, health and management officers meeting recently
- Engaged in a comprehensive revision of policies (in collaboration with state safety officers)
- Currently identifying a variety of tools to elevate the profile and importance of safety
- Briefed an OHV incident in the California desert to senior leadership
- Hired new state directors in Alaska, Idaho and Montana
- New Safety Division Chief, Jonathan Thomas, will be on board December 6, 2010

### FWS: Chip Murphy

- About to finalize policies for rocket netting and explosives
- Working with Oregon OSHA and Federal OSHA on railing installation requirements for fish hatchery raceways
- Working with NIH on assessment of exposure data for the oil spill

### USGS: Bill Miller

- Organizational realignment is still taking place
- Finalized DOI OSHA submittal
- Currently focused on Annual Report and year end work

### NPS: Mike May

- Hired full time safety manager: Eric Hanninen
- Conducted interviews for Northeast Regional Safety Manager
- Will be advertising for Pacificwest and Intermountain Regional Safety Manager positions
- Waiting for Park Police position to be advertised
- Briefed Director on UTV fatality
- Preparing to brief Director on Timpanogos Cave fatality
- Board of Review to convene for Alaska plane crash in January 2011
- Contracting processed completed for OL program provider (3800 employees trained to date)

- About to begin revision of RM 50B
- Currently planning for recruiting risk management interns

BOR: Jim Meredith

- In cooperation with OHS, completed the DOI Safety and Occupational Health Program Evaluation pilot project, examining the Reclamation SOH program. The new Reclamation DASHO was briefed in September on the results of the pilot evaluation.
- Developed a Life Safety Compliance plan and are beginning to implement it
- Developed new standards for use of construction cranes
- Formalized the Reclamation Safety and Occupational Health Council
- Finally has a fully staffed office
- Two regional safety manager positions are still vacant
- Working on policy revisions
- Working on a Hearing Loss prevention program
- Had a recent near miss involving employees sinking a boat while electroshock fishing. The incident is being investigated. Further information will be made available when the investigation is complete.

BOEMRE: Rose Capers-Webb

- Currently revising bureau safety policies
- Working to develop a bureau Safety Orientation Program

**SMIS Update**

SMIS is once again under the operational control of OHS; however NBC will continue to host the system. On 10/1/10 the budget for SMIS was moved back to OHS.

There are currently eight members of the Core SMIS Team. The contract for data management support has been awarded for FY 11 with three option years. Three additional members will be added to the team including an FTE System Programmer and two contract positions, a Help Desk Coordinator and IT Support Specialist.

Following the presentation of the proposed changes for 2011, a discussion ensued concerning the scope of the changes. Many feel, SMIS needs a complete rebuild and are concerned that the changes are minor upgrades. After much discussion the group agreed that both are needed and that it is critical to include users' input during this redesign phase. As such, the Council was in unanimous agreement to establish another SMIS User/Work Group. They are strongly suggesting to OHS to convene a group within the following parameters.

Purpose: To advise the SMIS team on system design and to participate in beta testing new SMIS applications.

Deliverables:

1. Input from users within each bureau
2. Recommendations for improvement or redesign on all aspects of the system

Work Group Composition:

- At least one person from each bureau who regularly uses the system
- Combination of safety and OWCP representatives
- First line supervisors of active users of the system

Timeline: TBD by OHS

Next Step:

Armando Galindo will report to the March 2011 meeting and provide the Council with following information:

- Provide the Council with the SMIS redevelopment plan and scheduled timeline

- Provide a plan that will describe the establishment of a work group that will actively engage with the SMIS team to assist in the SMIS redevelopment process.

### **POWER Initiative**

Darrel Hoffman, Director, Workforce Management Division, gave the Council an update on the White House initiative established on 7/19/10 entitled, "Protecting Our Workers and Ensuring Reemployment" (POWER). This initiative will run from FY 2011 to FY 2014. Of the seven performance improvements within POWER, the first three will be managed by OSHA and the last four will be managed by OWCP. The measures include:

1. Reducing total injury and illness case rates (Goal: Reduce rates by 4% per year below FY 2009 baseline if an agency's rate is at or above the national target or by 1% per year if an agency's rate is below the national target.)
2. Reducing lost time injury and illness case rates (Goal: Reduce rates by 4% per year below FY 2009 baseline if an agency's rate is at or above the national target or by 1% per year if an agency's rate is below the national target.)
3. Analyzing lost time injury and illness data (NOTE: While all agencies are encouraged to do so, only those with a Lost Time Case Rate above the federal government's rate are required to submit, as part of the annual report to OSHA, a summary of the measures taken to address the most frequent and severe cases.)
4. Increasing the timely filing of workers' compensation claims
5. Increasing the timely filing of wage-loss claims
6. Reducing lost production days
7. Speeding employees' return to work in cases of serious injury or illness

<b>DOI Baseline &amp; Goals</b>	<b>Total Case Rate</b>	<b>Lost Time Case Rate</b>
2009 Actuals	6.03	2.08
2011 Goals	5.79	2.00

Following this presentation, the Council discussed the challenge the Department and bureaus face in trying to meet the new POWER goals. Since the original baseline for the SHARE goals (which preceded the POWER initiative) were set when the rates were high in many bureaus, it was possible to make reductions in a relatively short period of time. However, the new baseline for POWER was set when rates were lower and the reduction percentages have been increased thus making it much more difficult to achieve the new goals.

In order to address this challenge, the Council proposed the following:

- The SOHC and DASHO Councils need to engage the executive leadership of all the bureaus in finding ways to meet the seven goals. This may entail inviting key leaders to portions of SOHC meetings.
- Instead of bringing a series of updates to the DASHO meeting, the Council should propose one substantive topic that requires action on the part of the DASHOs. The first topic will be the POWER initiative.
- The Council should review the DOI Safety and Health Strategic Plan to ensure the POWER goals are integrated within it. This plan should be revisited periodically throughout the year to assess and communicate progress and/or make revisions. One day of the March meeting will be dedicated to this topic.

#### Next Step:

- OHS will communicate about the POWER goals to the Bureaus/Offices through a memo from Assistant Secretary Rhea Suh by 12/22/10
- Council members will review the Strategic Plan prior to the March meeting and come prepared to suggest 3-5 key Department-level management actions to improve performance relative to the POWER goals.

## **485 DM Chapter 9 – Safety and Occupational Health Council**

The Council began reviewing 485 DM chapter 9 but did not complete it. The Council will finish the review of this chapter at the March 2011 meeting.

### **Potential Impact of Impending Budget Cuts**

Each bureau and office representative reported on the current status of the budget in each of their organizations. While some bureaus have already made cuts below FY 2010 levels, others are staying at FY 2010 budgets until they are told otherwise. In general, the impact of these cuts is not yet clear, however it will make travel to meetings outside Washington DC, difficult (if not impossible) for some members of the Council.

### **Deep Water Horizon Closeout**

Barry Noll attended the closeout meeting for the Deep Water Horizon Response. Key points from the meeting included:

- OEM will use the fire dispatching model to develop a central dispatching system for non-fire emergencies.
- OEM will develop RSAs and put them in place prior to the next event.
- OEM will conduct training in advance of the next event and certify individuals in various aspects of emergency response.
- OEM plans to proceed with the gray card system.

### **12/16/10 DASHO Meeting Agenda**

The Council will propose one meeting agenda topic related to the POWER goals. Since most of the “low hanging fruit” has been dealt with, meeting the POWER goals will be much more difficult. A suggestion was made to initiate a conversation with the DASHOs, which connects the previous collaborative efforts to address the IG’s report to the effort now needed to address the new goals.

#### Next Steps:

- Barry Noll will draft a proposed framing for this conversation (to be used as a recommendation to Pam Malam) and send it to Council members by 11/23/10.
- Barry Noll will talk to Pam Malam about the Council’s general idea for the DASHO meeting (and request that this topic be the first on the agenda) by 11/26/10
- The Council will hold a teleconference to strategize on how to prepare for this conversation during the week of 11/29/10.

### **2011 SOHC Meetings & Leadership**

The dates and proposed locations for 2011 SOHC meeting are listed below. Rose Capers-Webb of BOEMRE will become vice chair of the Council as of 1/1/11. Barry Noll will remain the Chair of the Council on an on-going basis.

March 15-16: Arlington  
May 24-25: Arlington or Herndon  
August 9-10: Denver  
November 15-16: Arlington or Manassas

### **Parking Lot**

- Clarify voting procedures for the Council
- Potential agenda items for March DASHO meeting: 1) MOU/MOA on requesting assistance from other bureaus on Serious Accident Investigations (SAI) (Suggestion from August Meeting), 2) Vetting standing work group charters proposed by SOHC



## Next Meeting

Date: March 15-16, 2011

Location: Arlington, VA

### Potential Agenda Topics:

- Update Strategic Plan (1 day)
- Follow-up from December DASHO Meeting
- Bureau/Office Updates/Best Practices
- Work Group Updates
- Work Group Charters: 1) agree on format for charters, 2) Review and approve ATV/OHV charter, 3) Articulate high level guidance for other work groups without charters (from which the work group will develop a proposed charter)
- Review 24 and 72 hour SAI report templates (Suggestion from August Meeting)
- Assess progress of 2011 projects and discuss funding of 2012 projects
- After Action Review of Red Rocks Training
- DM Chapter 9
- OSHA VPP Program (tabled from November 2010 meeting)
- Clarify SOHC decision-making process

## Meeting Assessment

The group reviewed the improvements identified at the last meeting and recognized that none of them were implemented in this meeting.

### Potential Improvements

- It would be helpful to know when individuals need to leave the meeting
- It would be useful to know where everyone is staying during a meeting in case we need to contact them
- Share cell phone numbers with each other
- Choose a location for the next meeting where all participants are “off-site” (National Park?)

### Next Steps:

- Compile a list at the March 2011 meeting of participants’ cell phones numbers.
- Obtain hotel info for those who are traveling to meetings for each meeting.

## Action Item Summary

Task	Responsibility	Deadline
<b>IH Work Group</b>		
<ul style="list-style-type: none"><li>• Prepare a summary report of the medical surveillance process (not the data) with summary recommendations.</li></ul>	IH work group	TBD
<ul style="list-style-type: none"><li>• Communicate with the Council on the report’s completion date.</li></ul>	Bob Garbe	March SOHC Meeting
<b>OHV/ATV Work Group</b>		
<ul style="list-style-type: none"><li>• Present this group’s charter for Council approval.</li></ul>	Dave Schuller	March SOHC Meeting
<ul style="list-style-type: none"><li>• Send bureau OHV/ATV policy to Dave Schuller.</li></ul>	Council Members	12/7/10

<b>485 DM Chapter 30: Firearms Safety</b>		
<ul style="list-style-type: none"> <li>Make the final edits proposed by the Council and send the draft to the DASHO Council.</li> </ul>	Barry Noll	12/10/10
<b>SMIS Users Work Group</b>		
<ul style="list-style-type: none"> <li>Report to the Council on the plan for establishing this work group plus the SMIS redevelopment plan and timeline.</li> </ul>	Armando Galindo	March SOHC Meeting
<b>POWER Initiative</b>		
<ul style="list-style-type: none"> <li>Communicate the POWER goals to the Bureaus/Offices through a memo from Assistant Secretary Rhea Suh</li> </ul>	OHS	12/22/10
<ul style="list-style-type: none"> <li>Review the Strategic Plan prior to the March meeting and come prepared to suggest 3-5 key Department-level management actions to improve performance relative to the POWER goals.</li> </ul>	All Council Members	3/14/11
<b>December DASHO Meeting</b>		
<ul style="list-style-type: none"> <li>Draft a proposed framing for this conversation and send it to Council members.</li> </ul>	Barry Noll	11/23/10
<ul style="list-style-type: none"> <li>Talk to Pam Malam about the Council's general idea for the DASHO meeting (and request that this topic be the first on the agenda).</li> </ul>	Barry Noll	Complete
<ul style="list-style-type: none"> <li>Hold a teleconference to strategize on how to prepare for this conversation.</li> </ul>	All Council Members	Closed
<b>March SOHC Meeting</b>		
<ul style="list-style-type: none"> <li>Compile a list of participants' cell phones numbers.</li> </ul>	Dave Schuller	March SOHC Meeting
<ul style="list-style-type: none"> <li>Obtain hotel info for those who are traveling to meetings.</li> </ul>	Dave Schuller	Each Meeting

## Meeting Participants

Affiliation	Name	Email	Office Phone
BIA	Paul Holley	paul.holley@bia.gov	505-563-5365
BLM	Johanna Munson	johanna_munson@blm.gov	202-208-6016
BOEMRE	Rose Capers-Webb	Rose.capers-webb@boemre.gov	703-787-1541
BOR	Jim Meredith	jmeredith@usbr.gov	303-445-2695
FWS	Chip Murphy	Chip_murphy@fws.gov	703-358-2254
NBC	Steve D'Antoni	Stephen_d'antoni@nbc.gov	202-501-8693
NPS	Mike May	Michael_May@nps.gov	202-513-7222
OHS	Bob Garbe	Robert_garbe@ios.doi.gov	303-236-7112
OHS	Barry Noll	Barry_noll@ios.doi.gov	202-208-6879
OHS	David Schuller	david_schuller@ios.doi.gov	202-513-7558
OSM	Maurice Banks	jbanks@osmre.gov	202-208-2608
SOL	Larry Emanuel	Larry_emanuel@sol.doi.gov	202-208-1549
USGS	Bill Miller	wrmiller@usgs.gov	703-648-7552
AVATAR	Sue Thomas	Sue_Thomas@avatarinc.info	503-230-1201
<b>Members Absent</b>			
BLM (new)	Jonathan Thomas	jonathan_thomas@blm.gov	202 254-3319
OHS	Armando Galindo	Armando_galindo@ios.doi.gov	202-208-5549
OIG	Jim Robison	James_Robison@doioig.gov	703-487-5377
OST	Rhonda Poolaw	Rhonda_Poolaw@ost.doi.gov	505-816-1077
PMA	Ed Awni	Ed_Awni@ios.doi.gov	202-208-3347